

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

EMERGENCY MANAGEMENT PREPAREDNESS UNIT MANAGER

WMS Recruitment Announcement

Location: Camp Murray, near Tacoma, Washington

Posting Date: October 18, 2004

Closing Date: November 15, 2004

The Washington Military Department's Emergency Management Division (EMD) is currently recruiting for the Preparedness Unit Manager. This position has statewide, multi-phase responsibility and oversight accountability for administering and managing the Terrorism/Homeland Security Program; training, the exercise and public education portion of the of the Preparedness phase of emergency management, and for integrating all four phases for each of the other natural and technological hazard programs under EMD's purview.

AGENCY OVERVIEW

The Washington Military Department has three major operational divisions: EMD; Army National Guard; and Air National Guard. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect citizens, their property and the environment on a twenty-four hour basis, as well as provide training to military units for domestic emergencies and national defense. To learn more information about the Washington Military Department and the EMD, visit our website at <http://emd.wa.gov>

ROLE

The Preparedness Unit Manager reports to the EMD Director and is a member of EMD's Management Team. This position directly supervises the Homeland Security Section Manager, Policy Programs and Training Section Manager, and a Secretary Administrative, and has managerial responsibility over an additional 23 positions including ten Emergency Management Senior Program Coordinators (Program Managers).

KEY RESPONSIBILITIES

- This position is responsible for overseeing the development of state policy and strategic planning while considering both the strategic and tactical impacts, and the overall supervision of managers and program managers, to achieve the objectives of the following programs:
 - Chemical Stockpile Emergency Preparedness Program (CSEPP);
 - U. S. Department of Energy Program (USDOE);
 - Columbia Generating Station (CGS) Nuclear Power Plant Program
 - Terrorism Program;
 - Hazardous Materials Program;
 - Emergency Management Performance Grant (EMPG);
 - Emergency Management Public Education Program; and
 - Emergency Management Training and Exercise Program/Function.

This position also has oversight responsibility for:

- EMD's general legislative efforts and specific legislative efforts stemming from programs under the control of this position;
 - State Emergency Response Commission (SERC);
 - Emergency Management Council (EMC) and its subcommittees, most specifically, the Homeland Security Committee; and
 - Providing oversight leadership in the development and enhancement of partnerships between State Emergency Management and Tribal governments in all phases of emergency management
- Plans, leads, organizes, and controls the work performed by the Preparedness Unit. Assures appropriate and optimum use of the organizations resources and enhances the effectiveness of employees through timely appraisal and professional development opportunities.
 - Oversees the development of grant proposals and other funding requests, and negotiation of contracts.
 - Maintains the highest standards of personal, professional and ethical conduct and supports the state's goals for a diverse workforce.
 - Oversees the development of all-hazard public education materials and the organization of statewide preparedness campaigns.
 - Responsible for the oversight and control of an annual budget. This includes a state appropriation of \$500,000, and a federal appropriation of about \$145 million with varying matching fund requirements.
 - Oversees the development and execution of a wide variety of disaster exercises that range from cabinet level policy discussions to regional and statewide disaster scenarios.

- During emergency and disaster events, may serve in the Emergency Operations Center as the Disaster Manager.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- **Knowledge of**
 - Principles of senior and mid-level leadership and coordinating staff work;
 - Key principles of emergency management operations and homeland security;
 - State and federal regulations regarding emergency management;
 - Human resources and fiscal management;
 - Legislative and general governmental operations systems; and
 - Role and responsibilities that support the Federal Emergency Management Agency and other federal agencies that support the Federal Response Plan.
- **Skills to**
 - Communicate effectively across a broad spectrum of professional and managerial levels;
 - Lead, coach, train and mentor other management and supervisory staff;
 - Negotiate with external agencies and local governments to achieve strategic goals and objectives;
 - Present complex material both orally and in writing;
 - Coordinate with multiple and diverse agencies representing multiple positions;
 - Provide leadership to groups over which no direct control is exercised; and
 - Balance competing priorities for resources.
- **Ability to**
 - Prepare, advocate, and defend large budgets with multiple funding sources;
 - Balance strategic and tactical planning objectives;
 - Make decisions under conditions of volatility, complexity, uncertainty and ambiguity;
 - Effectively prioritize and coordinate multiple tasks;
 - Function in an environment presented by the response to natural and man-made emergencies and disasters;
 - Operate effectively in an agency whose issues often elevate to the executive levels of state government;
 - Create and develop effective working relationships with diverse stakeholders;
 - Build teams among diverse state agencies and work cooperatively as a member of a team during emergencies or disasters.

DESIREABLE QUALIFICATIONS

The Department is seeking candidates who meet or exceed most of the following criteria:

- Bachelor's Degree;

- Five years of progressively responsible experience in a management position;
- Most or all of the desirable knowledge, skills and abilities with special emphasis on the ability to lead and coordinate professional staff in a complex fiscal and operational environment.

COMPENSATION/BENEFITS

This position is in the Washington Management Services, Band 3, with a salary range maximum of \$90,100 per year. The anticipated starting salary will range from \$65,000 to \$73,000 per year, depending on qualifications. Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

CONDITIONS OF EMPLOYMENT

- Travel – This position requires travel. The successful candidate must be willing and able to travel statewide, nationally, and internationally 20 percent of the time.
- Security Clearance – The successful candidate must be willing and able to obtain and maintain a Department of Homeland Security “Secret” Security Clearance, as well as other comparable level security clearances as specified by the EMD Director.

INTERESTED CANDIDATES SHOULD SUBMIT:

1. A letter of interest, not to exceed three pages, detailing your experience and education as it relates to this position.
2. A current resume.
3. [The attached Applicant Profile Data Sheet \(voluntary\).](#)
4. Written responses, to the five questions in the “Written Response” Section of this announcement.

Electronic applications are preferred, and can be submitted to EMDpptmgr@mil.wa.gov. Individuals who are not able to submit an electronic application may submit a hard copy to:

Jennifer Connely, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7522
Fax (253) 512-7808

Interested individuals are encouraged to apply early. Application packets received after November 15, 2004, will not be guaranteed consideration. The Military Department

reserves the right and may exercise the option to make the hiring decision prior to this date.

RECRUITMENT AND SELECTION TIMELINE

Activity	Date
Recruitment Opened	October 18, 2004
Recruitment Closes	November 15, 2004
Initial applicant screening completed	November 19, 2004
Top Candidates Notified of Interview Selection	November 22-23, 2004
Interviews Conducted	December 6, 2004
Final Interview with the Director, Emergency Management Division	December 7, 2004
Anticipated Hire Date	January 3, 2005

WRITTEN RESPONSE QUESTIONS

Please respond to the questions listed below. Limit your responses to one page per question.

- a. Describe an example of a large project you successfully completed which required you to closely coordinate with individuals in multiple agencies or departments, manage a tight budget and coordinate the work of your own employees and/or multiple committees.
- b. Describe your philosophy towards customer service and what you believe customer service means to an organization like the Emergency Management Division.
- c. Describe your experience in dealing with an environment of continuous organizational change. How does your management style help you achieve the Unit's goals in this type of environment?
- d. Describe the techniques you use to keep your employees informed of important issues and involved in the decision making process in your organization.
- e. Please describe the types of partnerships you have established external to your organization.